

The Regulation of Foreign Guest Hotel of Shanghai University of Medicine and Health Sciences

Part one: The basic principles

1. The service objects of the Foreign Guest Hotel

- (1) Long-term international teachers (living for more than 1 year, single bedroom)
- (2) Long-term international degree students (living for more than 3 years, double bedroom)
- (3) Short-term international teachers and trainers (living for 2 weeks to several months, single bedroom)
- (4) Short-term international exchange students (living for 2 weeks to several months, double bedroom)
- (5) Short-term visitors, such as trainees (living for 1 day to several weeks)

2. The nature of the Foreign Guest Hotel: both a hotel and a hotel-style apartment due to the different service objects.

- (1) For short-term visitors, Foreign Guest Hotel provides temporary accommodation like hotel.
- (2) For international teachers and international students who are staying in university for a long time, Foreign Guest Hotel is like a serviced apartment or "home", which has the functions of daily living, cooking, leisure and entertainment.
- (3) The first floor is the office of College of International Education (including the office of foreign teachers). International students and trainees of training courses are not allowed to enter this area unless necessary.

3. Strictly abide by the regulations to maintain a comfortable, safe, convenient, and clean-living environment, the guests living in the Foreign Guest Hotel must strictly abide by the foreign guest hostel regulations, and cooperate with the Foreign Guest Hotel and the International Education Office to implement the foreign guest hostel regulations.

4. The university will arrange the rooms in a unified manner according to the housing situation and the principle of rational use of resources. In principle, priority is given to foreign teachers who are permanently stationed in the school to live in rooms on the second or third floor of the Foreign Guest Hotel. International students and trainees generally live on the 4th floor.

5. The guests who live in the Foreign Guest Hotel will be compensated according to the price for the damage to the facilities of the Foreign Guest Hotel.

6. The guests living in the Foreign Guest Hotel should share the public facilities in the Foreign Guest Hotel according to the regulations, and respect the privacy of others.
7. Based on the principle of "safety first", the Foreign Guest Hotel strictly prevents out-comers from entering the Foreign Guest Hotel, and has formulated a strict "Visitor Regulation". Guests living in the Foreign Guest Hotel must strictly abide by it. Guests are required to keep money and other valuables by themselves. The Foreign Guest Hotel is not responsible for any loss of property placed in the guest room. Smoking is strictly prohibited in any place in the Foreign Guest Hotel building, and violators will face severe penalties such as fines and cancellation of accommodation qualifications.
8. Without the approval of the school, it is forbidden to keep any pets in the campus (including Foreign Guest Hotel).
9. In principle, the Foreign Guest Hotel is generally not open to receive guests during winter and summer vacations without the approval of the school. One week before the start of each semester or one week after the end, the Foreign Guest Hotel will be open as usual.
10. Seek advice and assistance If assistance is needed. Guests living in the foreign guest hostel can fill in the "Guest Request Form" and submit it to the service personnel of the Foreign Guest Hotel, or contact the relevant personnel of the International Education Office.
11. In order to assist the Foreign Guest Hotel to improve the service quality, guests living in the Foreign Guest Hotel can reflect their opinions or suggestions on the service of the Foreign Guest Hotel by completing the "Service Quality Feedback Survey Form" or contacting the International Education Office.
12. The right to interpret this regulation belongs to Shanghai University of Health Medicine Science. If there is any addition or deletion, the written notice shall prevail.

Part Two: Accommodation Notice

1. Check-in

(1) Accompanied by staff from the office of the College of International Education, guests go to the front desk on the first floor to check in.

(2) Get the room key, "Guest Check-In Registration Form" and "Guest Check-In Registration Form". The copies of passports and ID cards must be completed and handed over to the front desk on the first floor on the next day of check-in).

2. Usage of Bedroom

(1) The TV channel in the room cannot be adjusted at will. If necessary, you can fill in the "Guest Request Form" and request to adjust the channel.

(2) If you want to install and connect to the computer, audio, WIFI or IPAD machine in the room, you must fill in the "Guest Request Form" to submit an application, and the installation will be solved by the Foreign Guest Hotel.

(3) When using the telephone, dial "9" first to dial an outside line. If you want to make international long-distance calls, you must purchase a calling card yourself. If you want to make domestic long-distance calls, you must first apply and pay the corresponding telephone charges.

(4) A personal laptop can be used to connect to the network interface in the room, but the office computer cannot be moved into the bedroom.

(5) Do not modify the structure of the room or damage the wall (including paint or plaster the wall) without authorization. Violators will be compensated according to the price.

(6) Bedding such as quilt covers and sheets for short-term visitors will not be changed during their stay.

(7) Be sure to turn off the air conditioner and switch off the power of other electrical appliances when leaving the room.

3. Usage of Bathroom

(1) Use sanitary equipment carefully, and do not throw anything other than toilet paper in the toilet.

(2) Except for short-term visitors, 2 rolls of toilet paper per room per month.

(3) Each room has 2 bath towels of large size and 2 bath towels of small size. If there are no special circumstances, until the check-out and departure, no reissue will be made.

(4) When leaving the room, be sure to turn off the faucet.

4. Usage of Dining Room/Kitchen

(1) The small restaurant is mainly used by foreign teachers and students on the 2nd to 4th floors. The trainees are required to have meals at the restaurant in Building 5 of the school.

(2) The kitchen is mainly used by foreign teachers and students on the 2nd to 4th floors. Trainees please do not use.

5. Usage of Laundry Room

(1) The laundry room and washing machines are mainly used by foreign teachers and students on the 2nd to 4th floors. Trainees please do not use.

(2) It is forbidden to dry clothes on the balcony of the guest room.

6. Usage of Public Places

(1) The public leisure facilities on the 3rd floor are mainly used by foreign teachers and students on the 2nd to 4th floors. Trainees are not allowed to use them without approval.

(2) The public leisure facilities on the 2nd are closed before 8:00 am and after 22:30 pm every day.

(3) Loud noise is prohibited at any time in all public places such as corridors and lobbies.

7. Visitor Regulation

(1) Without the approval of the International Education Office, SUMHS students are not allowed to enter the Foreign Guest Hotel.

(2) Out-comers who come to visit short-term trainees must register at the guard room and are verified by the International Education Office before entering the campus. Out-comers who come to visit short-term trainees in the Foreign Guest Hotel must present their passports or ID cards and fill in the "Visitor Registration Form" at the service desk on the first floor. After receiving the notification from the service desk on the first floor, the relevant trainees will meet with the person in the reception area of the lobby on the first floor. If this person needs to enter the room of the relevant trainee, this person must obtain the approval of the school.

8. Guests must properly keep their money and other valuables. The Foreign Guest Hotel is not responsible for any loss of property placed in the guest room.

9. In principle, all residents should move out of the Foreign Guest Hotel at the end of their study and work.

10. Check-out Procedures

1. Accompanied by the staff of the International Education Office, guests go to the service desk on the first floor to check out.

2. Return the room key and other items (if any) borrowed from the Foreign Guest Hotel.

3. Guests can check out only after checking the facilities in the room.